Concur Approval Process *[rev. 7-12-19]*

Using Cards and Concur:

The T-Card is the method of payment for authorized University business travel expenses.

The P-Card is used exclusively for everyday work-related purchases and **non-travel** related expenses. The P-Card is not to be used for items that can purchased through the University's primary means of procurement, MaineStreet Marketplace. P-Card purchases are usually for small amounts. Employees who do not have a P-Card and wish to make an authorized business-related purchase should do so through their departmental office. They should not use their T-Card for such purposes.

T-Cards and P-Cards must not be used for personal purposes, regardless of the intent to reimburse the University. Use of a card for personal purposes could result in disciplinary action.

Whenever the University is paying, the expense should be charged to the T-Card or P-Card, not to a personal credit card. Personal funds/credit cards should be used for travel only in the case of inadequate university funding for the travel. For example, suppose a department commits $600 for travel, but the travel cost is $1000. The employee would then use personal funds for the remaining $400.

Request Approval:

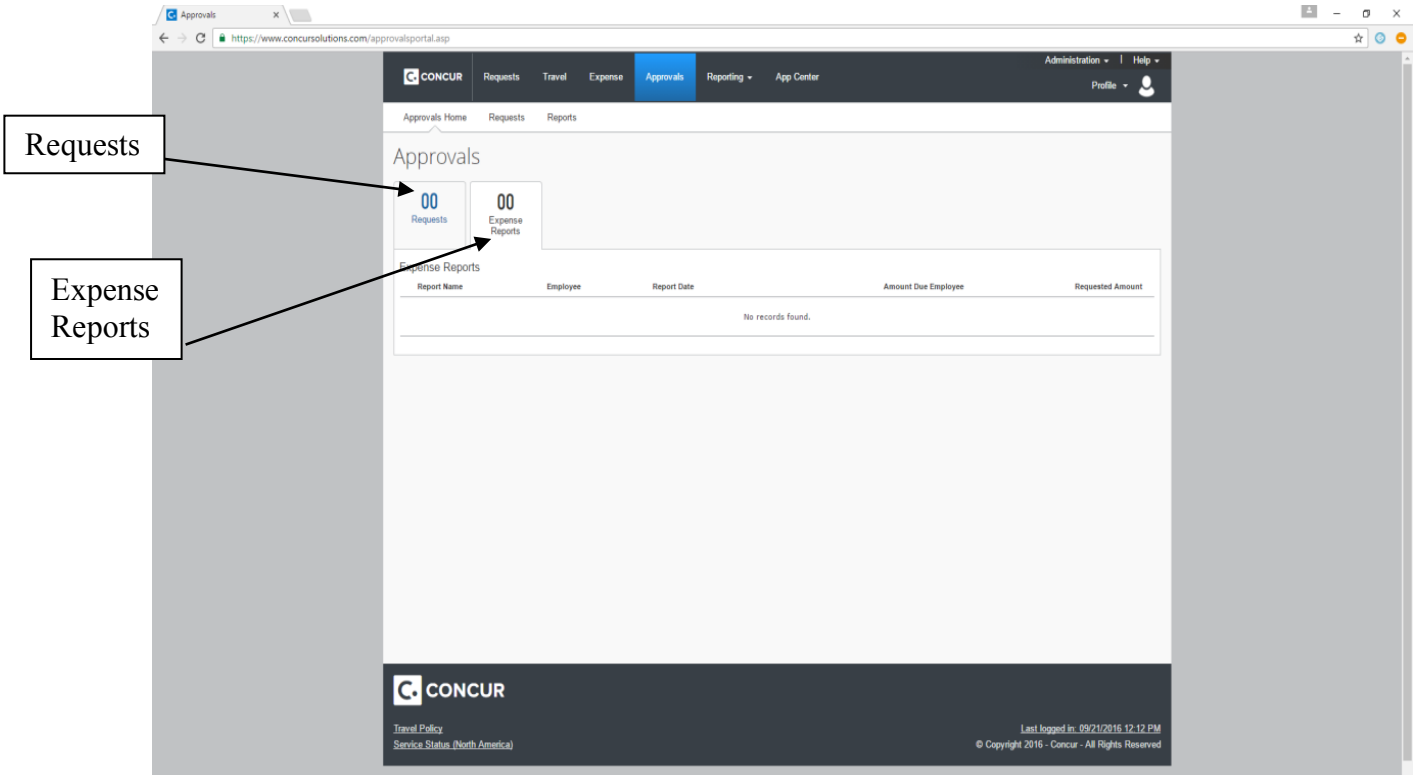
Requests must be submitted and approved in Concur before any expenditures are made. Professional travel by faculty and staff must also be approved in Concur, even when University funds are not being used. Requests are located in the Approval section in Concur (see screen shot below).

As chair, you must review submitted requests for purpose, comments, dates, amounts, and chartfield information. It is your responsibility to determine whether there are funds available to pay for the request. Funds committed on a Request ***do not*** appear on the General Ledger (GL) until after the Expense Report has been approved and payment has been made. Consequently, departments must track commitments and subtract them from available funds in order to maintain accurate department financial records.

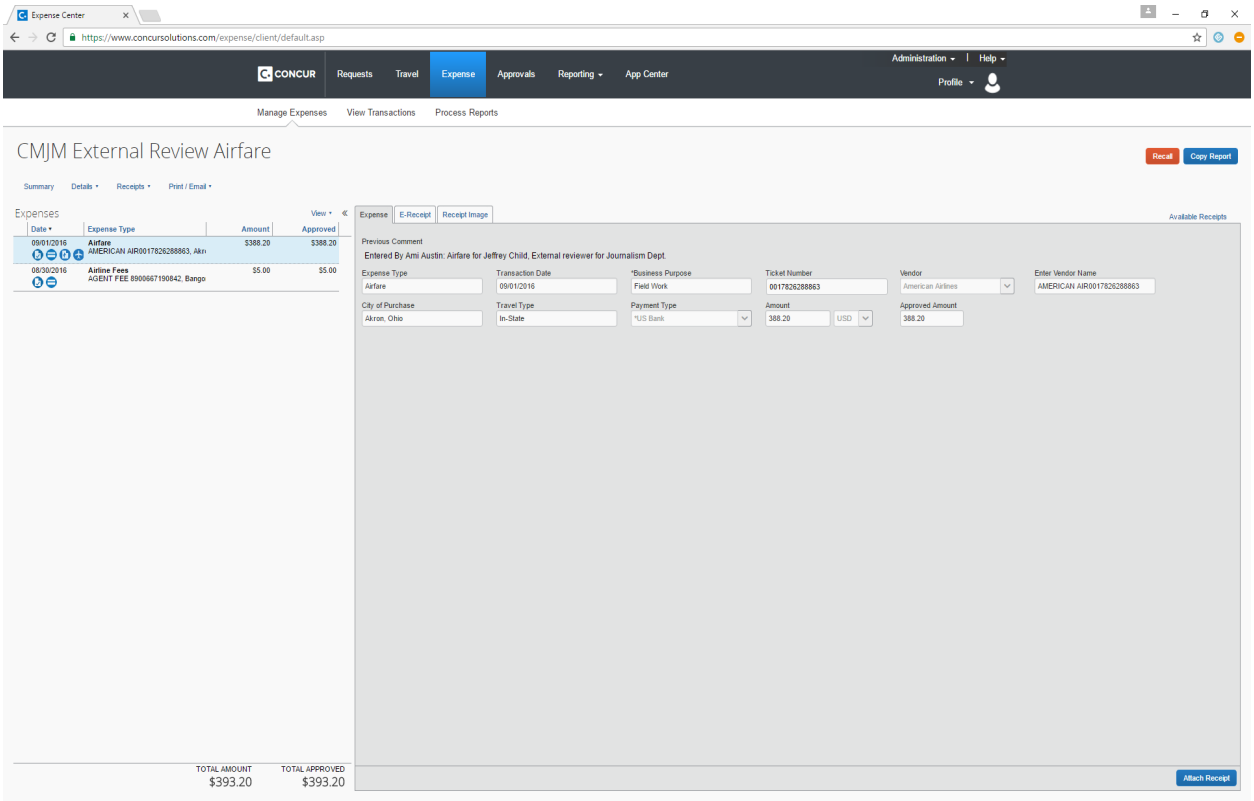
When an expense is eventually submitted, the approved request must be attached to the Expense Report in Concur. When you review the Expense Report, make sure that the actual expenses align with the request.

Expense Approval:

1. Log in to Concur and go to Approvals



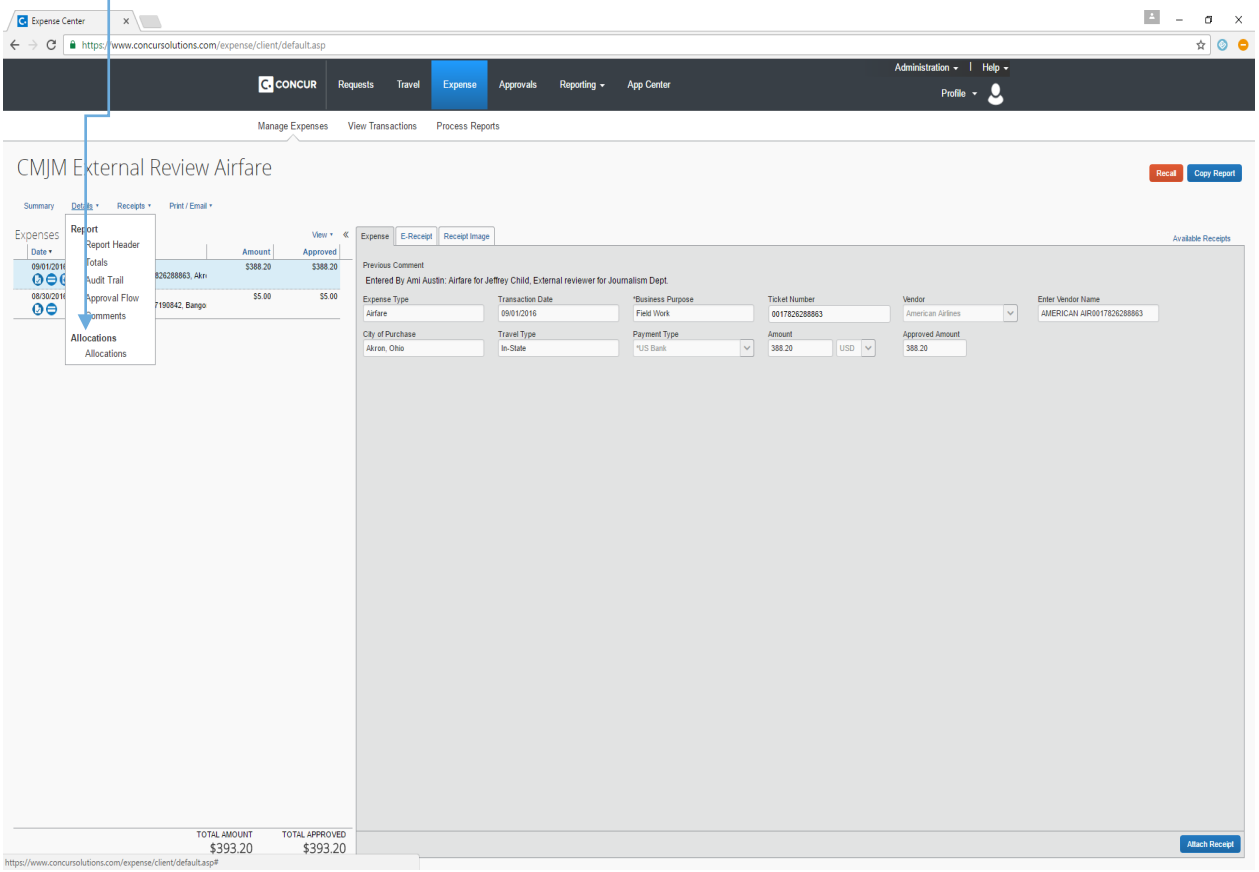
2. Review the Expense Report



3. Look for the following items:
    - Copies of original, itemized receipts (click on the tab that says Receipt Image).
    - T-Card transaction receipts (click on the small icon at left that looks like a credit card with a stripe in the middle)
    - Hotel, group meals, airfare, and transportation transactions (other than tolls) must have **both** original, itemized and T-Card receipts attached.
    - **<u>If the required receipts are not attached, do not approve</u>**. Return the Expense Report to the submitter to complete/correct. Provide notes in the comment section explaining why the report is being returned.
    - If the dates on the receipts do not fall within the period of the approved travel, do not approve even if the total amount is within the budget.

4. Verify that no Maine State Sales tax was charged for expenses and that university funds are not being used for alcohol purchases.
    - If Maine State Sales tax was charged, or alcohol charges appear, do not approve. Return the report to the submitter to correct.

5. Check the Allocation to ensure accuracy.
    - To find the chartfield(s), click on Details, Allocations, then Summary. If the chartfield(s) is not correct, do not approve. Return to submitter for correction or contact the Dean's Office for assistance with chartfield information.



The Dean's Office at 581-3806 or the Procurement Service Team at 581-9101 can help with specific questions and can provide additional training.

For more information about Concur, including recorded training webinars and videos, visit https://mycampus.maine.edu/group/mycampus/travel.